United Nations ST/SGB/2018/7

Secretariat

8 October 2018

Secretary-General's bulletin

Evacuation procedures for the United Nations Headquarters complex in New York

The Secretary-General, for the purpose of updating the evacuation procedures for the United Nations Headquarters complex in New York, promulgates the following:

Section 1
Introduction

1.1 The evacuation procedures outlined below must be observed during an evacuation of the United Nations Headquarters complex in New York located east of First Avenue from 42nd Street to 48th Street ("Headquarters complex"). These procedures give primary importance to the safety of occupants before, during and after the evacuation.

1.2 Security staff and facility managers at the Headquarters complex will receive detailed and specialized instructions to facilitate the evacuation of all occupants of the complex. The procedures shall apply to anyone present at the complex at the time of evacuation. It is the responsibility of the staff member to explain the evacuation procedure to visitors and to guide them through an evacuation.

1.3 Evacuation procedures for other United Nations premises located in New York are the responsibility of the relevant building management. Staff members should follow the instructions of the designated facilities management fire safety directors in those buildings.

Section 2
Definitions

2.1 It is important for all occupants of the Headquarters complex to understand the meaning of the following terminology which may be used in the execution of the evacuation procedures:

(a) Evacuation: removal of staff and all other individuals covered by these procedures from their work area to a safer place within the Headquarters complex or completely off-site;

(b) Evacuees: all persons at the Headquarters complex when an evacuation is ordered, except for security staff and designated facility management personnel who are to supervise the evacuation procedures;

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(c) Headquarters complex: United Nations premises located in New York east of First Avenue, from 42nd Street to 48th Street;

(d) Occupant: anyone present at the Headquarters complex at the time of evacuation, including all United Nations staff members, affiliates, delegates and visitors;

(e) Threat: a credible warning received by the Security and Safety Service of the Department of Safety and Security indicating that there is a potential threat to United Nations personnel, premises and/or operations;

(f) Physically challenged persons: any person who requires assistance with the evacuation.

Section 3
Evacuation procedures

3.1 When an evacuation is ordered, an attention-getting tone will sound throughout the Headquarters complex, followed by a public announcement by security personnel.

3.2 When the evacuation order is announced on the public address system, all evacuees shall immediately proceed to the nearest exit, staircase or, if authorized by security personnel, elevator (see section 3.6). The announcement will specify whether elevators may be used and whether the movement will be to another area of the Headquarters complex or to an off-site location. The announcement may include information about areas to avoid because of danger. Regrouping arrangements will be announced to direct all evacuees to appropriate locations.

3.3 Even if the announcement is not fully comprehensible, evacuees shall proceed immediately to the nearest stairway, escalator, door or, if authorized by security personnel, the nearest elevator. Security officers shall be located at strategic points on the evacuation routes. Evacuees may seek clarification from these security officers.

3.4 In many ways, the evacuation process in areas of the Headquarters complex other than the Secretariat Building is simpler because it takes place at or near ground level. All evacuees, including the physically challenged and those who volunteer to assist them, should use the nearest stairway and exit to leave their work area as directed by Security and Safety Services.

3.5 An evacuation that is not fire related may be executed by using the fire alarm or other media (staff notification system, emergency notification system, broadcast, etc.). All occupants will be directed by security officers as to the procedure to follow. All evacuees are required to follow the instructions.

3.6 Elevators shall not be used when there is a fire emergency. In general, it is preferable to use stairs in all emergency situations; however, in an evacuation resulting from a non-fire emergency, elevators may be used only if authorized by security personnel.

3.7 Depending on the threat, the public address announcement and security officers on the evacuation routes will inform evacuees of where they should go after leaving their work areas. Evacuees should follow the instructions received. Evacuees may be ordered to:

(a) Stay in place (shelter in place);

(b) Relocate to a safe area within the Headquarters complex (partial evacuation);

(c) Reassemble at a public site (full evacuation); or

(d) Disperse and leave the vicinity or go home or to some other place of safety (relocation).

3.8 If evacuees are requested to reassemble at a public site, the assembly points are as follows:

(a) For those leaving from the northern portion of the complex, the assembly point is the Dag Hammarskjöld Plaza, the sidewalk on 47th Street between First Avenue and Second Avenue;

(b) For those leaving from the southern portion of the Headquarters complex, the assembly point is the sidewalk on First Avenue, from 39th Street southward to 37th Street, and eastward on 38th Street to the FDR Drive.

3.9 All staff members are required to remain informed of the ongoing situation using either the United Nations hotline on (212) 963-9800, or by accessing the United Nations emergency staff information website at http://emergency.un.org. Staff members are encouraged to subscribe to SMS messages, email or automated voice call alerts through the website in order to receive updated status reports.

Section 4
Physically challenged persons

4.1 If the elevators are not authorized to be used during an evacuation, the Security and Safety Services should have arrangements for physically challenged evacuees to be assisted down the stairs.

4.2 Staff members designated as fire wardens, deputy fire wardens and searchers are identified on the sign placed next to the fire alarm boxes throughout the Headquarters complex.

4.3 Following an evacuation announcement, searchers should inspect their area of responsibility to ensure that everyone is evacuating or has already left. Searchers should also ensure that physically challenged evacuees receive assistance. If additional help is required, the searcher and fire warden should arrange such assistance using the telephone provided.

4.4 Following completion of inspection and arrangement of assistance to physically challenged persons, searchers should report to the fire warden before leaving the work area.

4.5 After the fire wardens have received reports from the searchers and have ensured that the physically challenged evacuees are being assisted, they should immediately leave the floor.

4.6 Searchers or fire wardens should immediately leave the floor if they are in imminent physical danger.

Section 5
Training

5.1 In order to minimize confusion, especially in an emergency, a frequent training schedule for evacuation procedures is available through the Security and Safety Services, including the response to different emergencies, elevator usage and the handling of evacuation chairs.

Section 6
Final provisions

6.1 The best way to be prepared for future circumstances is to acknowledge the danger, to determine the best way to minimize the threat, and to fully understand the

defensive measures that are in place for everyone's protection. All questions on the evacuation procedure should be addressed to the fire warden in your area.

6.2 The present bulletin shall enter into force on the date of its issuance.

6.3 The present bulletin supersedes Secretary-General's bulletin ST/SGB/2002/8, entitled "Evacuation procedures for the United Nations Headquarters complex".

(*Signed*) António **Guterres**
Secretary-General